

City of Taylor Mill

Application for Employment

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO POLITICAL AFFILIATION, DISABILITY, RACE, COLOR, AGE, NATIONAL ORIGIN, CITIZENSHIP, SEX, RELIGION, SEXUAL PREFERENCE, OR OTHER LEGALLY PROTECTED STATUS.

Please Print

Position Applied for

Date of Application

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Telephone Number

Social Security Number

Previous Address – If At Above Less Than Three Years

Address

City

State

Zip Code

Have you ever filed an application with us before?

____ Yes ____ No
If Yes, give date _____

Have you ever been employed with us before?

____ Yes ____ No
If Yes, give date _____

Are you currently employed?

____ Yes ____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status
(Proof of citizenship or immigration status will be required upon employment.)

____ Yes ____ No

On what date would you be available to work?

Are you available to work ____ Full Time ____ Part Time ____ Provisional

Are you currently on **lay-off** status and subject to recall?

____ Yes ____ No

Can you travel if a job requires it?

____ Yes ____ No

Have you been convicted of a felony within the last 7 years?
(Conviction will not necessarily disqualify an applicant for employment.)

____ Yes ____ No

If Yes, please explain _____

We Are An Equal Opportunity Employer

EDUCATION

HIGH SCHOOL

School Name and Location _____

Grade Completed _____ Diploma/Degree _____

UNDERGRADUATE COLLEGE/UNIVERSITY

School Name and Location _____

Diploma/Degree _____

Course of Study _____

School Name and Location _____

Diploma/Degree _____

Course of Study _____

GRADUATE/PROFESSIONAL

School Name and Location _____

Diploma/Degree _____

Course of Study _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities _____

Describe any honors you have received _____

State any additional information you may feel is helpful to us in considering your application _____

=====

List Professional, Trade, Business or Civic Activities and Offices held. (You may exclude memberships which would reveal political affiliation, disability, race color, age, national origin, citizenship, sex, religion, sexual preference, or other legally protected status.)

REFERENCES

List name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

=====

Have you ever had job-related training in the United States military?

____ Yes ____ No

If Yes, please describe _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate political affiliation, disability, race, color, age, national origin, citizenship, sex, religion, sexual preference, or other legally protected status.

Employer	Address	Telephone number(s)
Dates Employed (Month/Year)	Work Performed	Salary (Starting-Final)
Job Title	Supervisor	Reason for Leaving
Employer	Address	Telephone number(s)
Dates Employed (Month/Year)	Work Performed	Salary (Starting-Final)
Job Title	Supervisor	Reason for Leaving
Employer	Address	Telephone number(s)
Dates Employed (Month/Year)	Work Performed	Salary (Starting-Final)
Job Title	Supervisor	Reason for Leaving
Employer	Address	Telephone number(s)
Dates Employed (Month/Year)	Work Performed	Salary (Starting-Final)
Job Title	Supervisor	Reason for Leaving

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER



APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

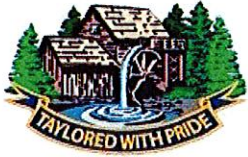
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an **"at will"** nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this **"at will"** employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date



RELEASE AND AUTHORIZATION

In conjunction with my application for employment, I understand that an Investigative Consumer Report may be requested that will include information as to my character, work habits, performance, and experience, along with reason for termination of past employment. I understand that as directed by the Taylor Mill City Commission and consistent with the job described, you may be requesting information from public and private sources about my: worker's compensation injuries, driving record, court record, education, credentials, credit and references.

Medical and Worker's Compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or, any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source, which provided the information.

I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies.

I hereby authorize, without reservation, any law enforcement agency, institute, information service bureau, school, employer, reference or Insurance Company contacted by any and all representatives of the City of Taylor Mill or its agents, to furnish the information described above.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Please print your full name

Please print other names you have used

Street Address

City State Zip Code

Social Security Number

Driver's License Number

Date of Birth

Sex: Male ☐ Female ☐

Signature DATE

Form L-1	Kentucky Law Enforcement Council <i>CODE OF ETHICS</i>	
Mail: Kentucky Law Enforcement Council Funderburk Building 521 Lancaster Ave. Richmond, KY 40475-3102 Phone: 859-622-6218 Fax: 859-622-5943		INSTRUCTIONS: This form must be given to and read by the peace officer applicant prior to being hired. Please have applicant attest to reading the Code of Ethics at the bottom of the page and place a signed copy in their POPS file.

Code of Ethics

As a Peace Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Hones in thought and deed in both personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it, as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – law enforcement.

*I attest that I have read and received a copy of the **Code of Ethics**.*

Name of Applicant

Date

Form L-2	Kentucky Law Enforcement Council <i>CANNON OF ETHICS</i>	
Mail: Kentucky Law Enforcement Council Funderburk Building 521 Lancaster Ave. Richmond, KY 40475-3102 Phone: 859-622-6218 Fax: 859-622-5943		INSTRUCTIONS: This form must be given to and read by the peace officer applicant prior to being hired. Please have applicant attest to reading the Cannon of Ethics and sign on the bottom of the last page and place a signed copy in their POPS file.

Canon of Ethics

Police Ethics

In order for any "job" to become a "profession": certain rules or guides must be developed in order to measure the work and attitudes of the employees. Law enforcement is no exception to this rule. Since 1956, the law enforcement profession has maintained its own standard of conduct, the Peace Officer Code of Ethics. Only through constant vigilance can the law enforcement officer keep their profession exactly what it is – a profession.

Canons of Police Ethics

ARTICLE 1: PRIMARY RESPONSIBILITY OF JOB

The primary responsibility of the police service and the individual officer is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The peace officer always represents the whole of the community and its legally expressed will, and is never the arm of any political party or clique.

ARTICLE 2: LIMITATIONS OF AUTHORITY

The first duty of a peace officer as upholder of the law is to know its bounds upon them while enforcing it. Because they represent the legal will of the community, be it local, state or federal, they must be aware of the limitations and proscriptions which the people, through law, have place upon them. They must recognize the genius of the American system of government which gives no person, groups of people or institution, absolute power and they must insure that officers, as prime defenders of that system, do not pervert its character.

ARTICLE 3: DUTY TO BE FAMILIAR WITH THE LAW AND WITH RESPONSIBILITIES OF SELF AND OTHER PUBLIC OFFICIALS

The peace officer shall assiduously apply themselves to the study of the principles of the laws which they are sworn to uphold. They will make certain of their responsibilities in the particulars of their enforcement, seeking aid from their superiors in matters of technicality or principle when these are not clear to them; they will make special effort to fully understand their relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

ARTICLE 8: CONDUCT IN ARRESTING AND DEALING WITH LAW VIOLATORS

The peace officer shall use their powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. Their office gives them no right to prosecute the violator or to mete out punishment for the offense. They shall, at all times, have a clear appreciation of their responsibilities and limitations regarding detention of the violator; they shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end he shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding.

ARTICLE 9: GIFTS AND FAVORS

The peace officer representing the government bears the heavy responsibility of maintaining, in their own conduct, the honor and integrity of all government institutions. They shall, therefore, guard against placing themselves in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties

ARTICLE 10: PRESENTATION OF EVIDENCE

The peace officer shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, they will ignore social, political and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word.

The peace officer shall take special pains to increase their perception and skill of observation, mindful that in many situations theirs is the sole impartial testimony to the facts of a case.

ARTICLE 11: ATTITUDE TOWARD PROFESSION

The peace officer shall regard the discharge of their duties as a public trust and recognize their responsibility as a public servant. By diligent study and sincere attention to self-improvement they shall strive to make the best possible application of science to the solution of crime and in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety, They shall appreciate the importance and responsibility of their office, and hold public work to be an honorable profession rendering valuable service to their community and their country.

*I attest that I have read and received a copy of the **Canon of Ethics**.*

Name of Applicant

Date

Taylor Mill Police Department

Application Packet Police Candidates & Lateral Entry Candidates

Thank you for your interest in becoming a Police Officer with our Department. In your hands you hold an overview of our selection process. As you can see by the following outline, it is a very thorough process.

The selection process, from formal application through appointment may take up to several months. Those applicants successfully completing the selection process will be considered for appointment.

I Requirements, Qualifications, and Salary

- Citizenship/Residency
- Education
- Medical
- Certification
- Salary
- Police Officer Incentive Program
- Department Organizational Structure
- General Statement of Duties
- Examples of work performed
- Examples of minimum required knowledge, abilities and personal characteristics

II Application Process

- Application
- Physical Fitness Assessment
- Oral Interview Process
- Written Assessment

III Certification Process

- Polygraph Examination
- Psychological Examination
- Background Investigation
- Eligibility List

IV Police Candidate Assessment Process

Conditional Offer of Employment
Drug/Alcohol Screen Assessment
Medical Assessment
Disqualification Criteria

V Selection of Lateral Entry Candidates and Police Officer

VI Reapplication

VII Miscellaneous

Thank you for your interest in employment opportunities with the Taylor Mill Police Department. I wish you success in our selection process.

Sincerely,



Steve Knaut
Chief of Police

I. REQUIREMENTS, QUALIFICATIONS, AND SALARY

CITIZENSHIP/RESIDENCY

Applicants must be a United States Citizen of high moral fitness, a minimum of 21 years of age, possessing a valid operator license to operate a motor vehicle. Applicants need not be a Kentucky resident to apply, however candidates must agree to reside in Kentucky within six (6) months of date of appointment and maintain Kentucky residency for the length of employment.

EDUCATION

Applicants must possess a minimum of a high school diploma from an accredited high school or GED with college hour credit from an accredited college or university for the position of Police Recruit. The educational requirement may be waived by the Chief of Police based on a combination of education and job experience **for Lateral Entry Candidates only.**

MEDICAL

Applicants must pass a comprehensive medical assessment including a drug/alcohol assessment.

CERTIFICATION

Applicants must be able to become certified as a Peace Officer in the state of Kentucky according to criteria established in the Kentucky Peace Officer Certification Program.

SALARY—December 1, 2015

Newly hired recruits/ officers shall be paid within the salary range listed below. The salary range allows for the compensation of experience and/ or education. The Chief of Police will determined the starting salary and include it on the Conditional Offer of Employment.

Police Recruit/Officer	<u>\$40,000.00</u> - <u>\$52,228.00</u>
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NOTE: KLEFPF (KENTUCKY LAW ENFORCEMENT FOUNDATION PROGRAM FUND) PAY OF \$3100 ANNUALLY IS NOT INCLUDED IN THE SALARY RANGE LISTED ABOVE.

POLICE OFFICER INCENTIVE PROGRAM

The Kentucky Law Enforcement Foundation Program Fund (KLEFPF) pays an annual incentive to Police Officers who graduate from the Police Academy. Officers are also required to attend and successfully complete 40 hours of approved in-service training each year to maintain the incentive.

GENERAL STATEMENT OF DUTIES

Police Officers are responsible for the protection of the life and property, the prevention of crimes and the preservation of peace and order within the city and surrounding areas. They must patrol their assigned area while enforcing laws, ordinances, and regulations; arresting violators; investigating accidents and complaints; securing evidence, helping citizens and performing any other duties as required.

EXAMPLES OF WORK PERFORMED

This list is for illustrative purposes only. This is not all the duties that a Taylor Mill Police Officer will perform.

- Community Oriented Policing including creating a favorable and professional impression, attending public meetings, talks, demonstrations etc.
- Patrol Districts on Foot
- Assist Citizens
- Traffic, Crowd and Riot Control
- Respond to Business/Residence related alarms
- Investigate 911 calls, traffic accident and other public complaints
- Assist other law enforcement agencies/departments when requested
- Enforce laws and other ordinances and regulations of the City of Taylor Mill, Commonwealth of KY, and others as appropriate
- Issue citations, make reports and keep records
- Testify in Court
- Preliminary investigation of crimes
- Serve warrants
- Make arrests, forcible if necessary
- Perform security inspections, checks of all City of Taylor Mill and other properties in vehicles or on foot
- Be aware of suspicious persons
- Interview and reassure witnesses, victims, and relatives of victims of crimes or accidents
- Properly maintain all issued and non-issued Departmental property and Equipment
- Operates detection equipment such as breathalyzer and radar as part of enforcement duties
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others
- Act in a proper, professional manner while carrying out any police related duties
- Performs other tasks as directed by superior officers

EXAMPLES OF MINIMUM REQUIRED KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS

This list is for illustrative purposes only. A position within this classification may not include all of the knowledge, abilities and skills listed nor do the listed examples include all of the knowledge, abilities, and skills that must be possessed. To qualify as a Police Recruit-Patrol Officer an applicant/candidate must:

- Possess 12th grade or higher skills in reading, spelling, and written and oral communications.
- Be in good physical condition and successfully complete a physical agility test.
- Satisfactorily complete a comprehensive background investigation that includes a polygraph examination.
- Satisfactorily complete a psychological evaluation.
- Due to sensitive and stressful nature of this position be free from alcohol and drug dependency and possess emotional stability.
- Be free from felony convictions.
- Be able to handle and maintain firearms safely.
- Be able to complete annual training in firearms and various other areas to maintain operational proficiency.
- Ability to understand and carry out verbal and written orders and instructions.
- Effectively express ideas, verbally and written.
- Have a valid driver's license.
- Have the ability and willingness to learn police procedures and principles.
- Have the skills and abilities to evaluate potentially volatile situations and to deal effectively with people.
- Be willing to work irregular hours.
- Ability to operate a motor vehicle at high speed, and/or in dangerous situations.

To become fully qualified as a Police Officer, the candidate must have knowledge of:

- Federal, State, and Local Laws and Ordinances.
- Police Department and City of Taylor Mill ordinances, rules, regulations, orders, policies and procedures.
- Department reporting procedures.
- Interrogation and interviewing techniques.
- Knowledge of the geography of the city and geographical areas.
- Knowledge of police methods, practices and procedures with the ability to apply knowledge to specific situations.

II. APPLICATION PROCESS

APPLICATION

The Department uses an Application Packet that is available online at www.taylormillky.gov or at the Taylor Mill Police Department, 5227 Taylor Mill Road, Taylor Mill, KY 41015. All applications must be returned, by mail or in person, to the Taylor Mill Police Department prior to the posted date and time deadline.

When the Police Department initiates the hiring process for the position of Entry-Level or Lateral-Entry Police Officer, all persons who have expressed interest in the positions by filing an application and attach required documentation will be notified by the Police Department. Public notification may also be made via advertisements.

PHYSICAL FITNESS ASSESSMENT – (Entry-Level Applicants Only)

The physical fitness assessment consists of a series of tests to measure an applicant's strength, stamina, and physical ability in performing various police-related activities. There will be points assigned for completion of the individual tests based upon the KLEC Physical Performance Points Distribution Table. In order to meet the state standard, an overall minimum of 50 points must be achieved. It is recommended that applicants wear suitable clothing for such tasks as lifting, pulling, and running. Sneakers, gym shoes, or similar appropriate footwear is required. It is suggested that the applicant not wear a wristwatch during the assessment because it may be damaged.

THE TAYLOR MILL POLICE DEPARTMENT USES THE KENTUCKY LAW ENFORCEMENT COUNCIL/POLICE OFFICER PROFESSIONAL STANDARDS PHYSICAL AGILITY CRITERIA THAT IS CURRENTLY IN EFFECT FOR THE PHYSICAL FITNESS ASSESSMENT. IT IS ADVISABLE TO PRACTICE AND PREPARE ONESELF FOR THESE ASSESSMENTS.

One and One-half Mile Run - The applicant will be required to run/walk one and one-half miles for time. NOTE: Should the applicants have any questions about their ability to safely participate in this process, they should consult with their physician before the assessment. **The maximum time for this test is 17 minutes 56 seconds to achieve any points.**

PURPOSE: This component of the assessment is designed to measure the applicant's cardiovascular fitness level. This is important in sustained exertion required in the line of duty. In addition, national statistics on Police Officers suggest a high incidence of death and illness related to cardiovascular disease. This component is designed to select those individuals who are at low risk because of their fitness levels.

Absolute Strength (Bench Press) - muscular strength is defined as the amount of tension a muscle can exhibit in one maximal contraction. One strength test that goes through the full range of motion is the repetition maximum bench press. The equipment required includes either a barbell set and bench or a universal gym with a bench press station.

Procedure: The applicant will lie with shoulders and buttocks on the bench and feet flat on the floor. Grip the bar slightly more than shoulder width apart. The back will not be arched during the lift. To execute the bench press, fully extend the arms; then control the weight as it is returned to the starting position. Exhale while lifting the weight, and inhale while lowering it. **Applicant must be able to bench press 55.3% of their body weight to achieve any points.**

Dynamic Strength (Pushup/Sit-up) - Dynamic strength and muscular endurance are assessed through pushup and sit-up tests. Dynamic strength and muscular endurance are defined as the ability to contract the muscles repeatedly over a period of time. Low levels of muscular endurance indicate inefficiency in movement and a low capacity to perform work. Muscular endurance testing must use a standardized time frame to control the endurance effort. This form of testing requires rigid adherence of proper form to be accurate.

Pushup - The pushup test measures the muscular endurance of the shoulder girdle (Deltoids, Pectorals, Triceps).

Procedure: The applicant assumes a face down position with the body in a straight line. Place the hands on the floor with palms down, place just below, or just outside, the shoulders. The starting position is the "up" position with arms straight and elbows locked. With the back straight, lower the body to a point where the chest is about four inches from the floor. The partner will place his fist on the floor below the applicant's chest; the applicant must lower himself until his chest touches his partner's fist, and then push to the "up" position again. The total number of correct pushups in two minute is recorded. The applicant may rest between repetitions provided that he rests in the "up" position, his knees do not touch the floor, and his back remains straight. **The minimum number of pushups required to pass is 14 repetitions to achieve any points.**

Sit-up - The sit-up indicates the muscular endurance of the abdominal muscle group.

Procedure: The applicant begins by lying on his back, knees bent, and heels flat on the floor. A partner holds the feet flat. Hands are placed behind the head with fingers interlaced. The applicant raises his upper body towards his knees. The applicant must touch his elbows to his knees and then return to a full lying position before starting the next sit-up. The applicant performs as many correct sit-ups as possible in one minute. The total number of repetitions completed will be recorded. The applicant may rest during the test, but only in the "up" position. **The minimum number of sit-ups required to pass is 13 repetitions to achieve any points.**

ANAEROBIC POWER – 300-Meter Run

Anaerobic power is the ability to make short, intense bursts of maximal effort. Anaerobic power is important for performing tasks such as sprinting, which requires a concentrated effort for a brief period. **The maximum time allowed for this test is 68 seconds to achieve any points.**

Procedure: This test will be measured by a sprint of 300 meters over a flat and level surface. Participants will run 300 meters as quickly as possible. Participants will warm up prior to performing this test. Upon completion of the run, participants will "cool down" by walking for an additional two minutes.

WRITTEN ASSESSMENT (Entry-Level & Lateral Entry Applicants)

Those qualified Entry-Level Candidates that pass the Physical Fitness Assessment or those qualified Lateral-Entry Candidates will be notified as to the date and time of the written exam. These applicants will receive, by mail, a "Personal History Questionnaire" which must be completed, signed and returned prior to their scheduled written exam. The written assessment process takes approximately one hour to complete. No makeup written assessments will be given. The written assessment question or questions will be determined by the Chief of Police. The written assessment and time limits shall be standardized in order to be effective and impartial. The written assessment will be graded using a uniformed rating scale.

ORAL INTERVIEW PROCESS (Entry-Level & Lateral Entry Applicants)

Those qualified Entry-Level Candidates that pass the Physical Fitness Assessment or those qualified Lateral-Entry Candidates will be requested to appear for an Oral Board Exam. Applicants will be judged on appearance, general intelligence, positive personality traits, and an aptitude with the ability to understand and deal with the public. The oral interview questions and time limits shall be standardized in order to be effective and impartial. A uniformed rating scale shall also be used. Clarification of questions may be sought by the interviewed, and the oral interview results shall be recorded on a standardized form.

The scores for the physical, written, and oral assessments will be added together. Applicants will be ranked on the "Consideration List." Date of birth will break ties with the older applicant ranking ahead of the person(s) tied. Applicants that are POPS certified could also be used for breaking ties.

III. CERTIFICATION PROCESS

EACH PHASE OF THIS SEGMENT OF THE EVALUATION PROCESS IS PASS/FAIL

When a position is open and approved for appointment, the Chief of Police or his designee will proceed with the scheduling of the final tests: psychological, polygraph, and police background check.

PSYCHOLOGICAL EXAMINATION (Entry-Level & Lateral Entry Applicants)

The purpose of a psychological examination is to determine whether the candidate has the personality characteristics necessary to become a good police officer. The Board of Examiners shall select a testing agency for administering and grading a psychological/personality profile examination. The psychologist's final report will

identify the strengths and weaknesses of each candidate and a recommendation whether to hire the candidate.

POLYGRAPH EXAMINATION (Entry-Level & Lateral Entry Applicants)

The purpose of a polygraph examination is to determine whether the candidate has been truthful about information supplied in application, criminal record, and other background information. Polygraph examinations will be performed by licensed polygraph examiners and shall be graded as pass/fail. Questions for the polygraph come from application, background investigation questions or criminal record. The polygraph test will not be used as the sole determinate for disqualification from the process.

BACKGROUND INVESTIGATION (Entry-Level & Lateral Entry Applicants)

The background investigation shall be conducted by the Criminal Investigation Section/or officers appointed by the Chief of Police and shall be completed within a reasonable period of time. The background investigation will include the verification of the candidate's qualifying credentials, including:

- a) Review of criminal record, if any,
- b) Interviews with at least three personal references,
- c) Educational achievement,
- d) Employment history,
- e) Military records,
- f) Residency, and
- g) Citizenship.

ELIGIBILITY LIST (Entry-Level & Lateral Entry Applicants)

All candidates who have now passed all of the required testing (prior to the medical and drug/alcohol testing) will be placed upon the eligibility list by the Chief of Police. The eligibility list shall be certified by the Oral Exam Board by affixing their respective signatures on the list.

IV. POLICE CANDIDATE ASSESSMENT PROCESS - EACH PHASE OF THIS SEGMENT OF THE EVALUATION PROCESS IS PASS/FAIL

CONDITIONAL OFFER OF EMPLOYMENT

The Chief of Police will make a recommendation to the City Commission for appointment from the top candidate(s). A final computer check will be made obtaining whatever vital related information may be available. Candidate(s) will be notified and instructed to respond to a Conditional Offer of Employment. Upon acceptance of the Conditional Offer of Employment, completion of appropriate paperwork, etc., the selected candidate(s) will become classified as a Police Recruit or Patrol Officer. The Police Administrative Assistant will notify the remaining candidates of their results by mail.

DRUG/ALCOHOL SCREEN ASSESSMENT

The drug/alcohol screen will be conducted by a qualified physician or agency. The drug/alcohol screen will be conducted according to Taylor Mill City Ordinance covering the issue.

MEDICAL ASSESSMENT

This comprehensive medical assessment mandated by Kentucky Law Enforcement Council/Peace Officer Professional Standards will be performed by a licensed physician and will require, but not be limited to:

- a) General health,
- b) Blood test,
- c) Vision and color blindness,
- d) Hearing Test (Audiogram),
- e) Nose, Mouth, and Throat,
- f) Kidneys,
- g) Hernia,
- h) Varicose Veins,
- i) Heart,
- j) Respiration,
- k) Nervous System,
- l) Obesity,
- m) Other Defects.

DISQUALIFYING CRITERIA

Moral Fitness (moral character) - Each applicant must be of high moral personal and professional fitness (moral character). The following are indicia of a lack of high moral fitness.

1. Illegal conduct involving moral turpitude.
2. Conduct involving dishonesty, fraud, deceit, or misrepresentation.
3. Intentional deception or fraud or attempted deception, or fraud in any application, examination, or other document.
4. Conduct that is prejudicial to the administration of justice.
5. Acts or conduct which would cause a reasonable person to have substantial doubts about the individual's honesty, fairness, respect for the rights of others, or for the laws of the state and/or the nation.
6. Conduct that adversely reflects on the individual's fitness to perform as a law enforcement officer.

Felonies - All persons who have been convicted in a court of competent jurisdiction of a felony, or attempt, conspiracy or solicitation to commit such a criminal act, including but not limited to, treason, murder, voluntary manslaughter, rape, robbery, arson, burglary, kidnapping, any felony that involved the use of or threat of physical force or violence against any individual, or crimes of dishonesty will be disqualified.

Misdemeanors - All persons who have been convicted in a court of competent jurisdiction, within five years of date of application, on two or more occasions of a job-related misdemeanor may be disqualified. Persons convicted of a Class "A" Misdemeanor or an equivalent offense involving Domestic Violence, moral turpitude or dishonesty will be disqualified.

Drugs - All persons who have been convicted in a court of competent jurisdiction of possession and/or sale of narcotics, dangerous drugs or hallucinogens, or any other controlled substance that the Taylor Mill Police Department determines to relate to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. Any usage of any prohibited substance or abuse of a controlled substance during the processing period will be grounds for rejection.

Marijuana - All persons who have been convicted in a court of competent jurisdiction for sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. All personnel who have been convicted in a court of competent jurisdiction of possession of marijuana may be disqualified.

Sex Offenses and Bodily Harm - All persons who have been convicted in a court of competent jurisdiction of a sex offense as defined in Chapter 510 of the Kentucky Revised Statutes (KRS), or an offense causing or threatening bodily harm as defined by Chapter 508 of the KRS, or an attempt, conspiracy or solicitation to commit such criminal acts shall be disqualified.

Guns, Concealed Weapons and Dangerous Ordinance - Any persons who have been convicted in any federal, state, or local court of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance may be disqualified. Any attempt to violate any law, statute, or regulation related to the above may be grounds for rejection. Any candidate prohibited by federal or state law from possessing a firearm will be disqualified.

Automobile - All persons who have been convicted on two or more occasions, in the last three years in any court of competent jurisdiction of: (1) driving while under the influence, (2) leaving the scene of an accident, (3) reckless driving, (4) revocation or suspension of driving privileges, or (5) are currently under revocation or suspension will be disqualified. Any person with six or more points on their current driving record will be disqualified. Applicants, who have points on their license, may complete the hiring process, but prior to appointment must have no points against the license. No person will be eligible for appointment without a valid operator license.

Employment and Related Conduct - All persons who have, within five years of date of application, been discharged from previous employment for insubordination or serious misconduct on the job; inexcusable absenteeism or tardiness; or theft of cash, goods or services from a place of employment may be disqualified.

All persons who have failed to obey or honor any judgments entered by a court of record, including but not limited to alimony or support payments, or have failed to pay any fine imposed by a court of record, may be disqualified if such conduct bears directly on the ability to perform the job.

All persons who have received a **less than honorable discharge** from any branch of armed forces of the United States will be disqualified.

All persons who have made any intentional false alarm to any police or fire agency may be disqualified.

Any person who is currently a member of any organization that advocates crime or the violent overthrow of the United States Government will be disqualified.

All persons who admit to a pattern of alcohol/drug abuse and/or illegal gambling and have not successfully completed an accredited rehabilitation program twelve (12) months or more prior to a current application will be disqualified.

All persons who have made false statements regarding any material matter during the selection process or have omitted any requested material information on the questionnaire or who have cheated during any portion of the selection process will be disqualified.

Any person who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any person suspected of criminal activity by a duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above will be disqualified.

All persons whose Peace Officer Certification, or its equivalent, has been permanently revoked in another state will be disqualified.

All persons admitting they have committed any of the offenses listed above may be disqualified, as though they have been convicted.

V. LATERAL ENTRY CANDIDATES

An applicant who has a current certificate from the Kentucky Law Enforcement Council/Peace Officer Professional Standards may apply for lateral entry. The following conditions must be met:

- A. The candidate must have prior experience as a sworn police officer, meet all applicable requirements for Police Recruit-Patrol Officer, and must have received above average performance evaluations.
- B. The candidates patrol officer grade placement shall be determined by the Chief of Police based upon their level of experience and education.
- C. Any previous service will not be applied to the length of service requirements for promotions in the Taylor Mill Police Department.

- D. Previous service will not be recognized for purposes of seniority in the Taylor Mill Police Department.
- E. Candidates who are POPS certified or who have been grandfathered into POPS certification are not required to take the physical agility portion of the testing process

VI. SELECTION OF POLICE RECRUIT/PATROL OFFICER

Any applicant that successfully passes all phases of the examination process shall be placed upon an eligibility list certified by the Chief of Police as being eligible for appointment to a position in the police department. This eligibility shall be good for one year from the date that the candidate is placed on the eligibility list. The Chief of Police may select any applicant from the top five-(5) eligible candidates that he believes to be the best fit for the agency. Upon selection, an applicant's name is removed from the eligibility list so that there are five highest candidates for the next selection.

VII. REAPPLICATION

The Taylor Mill Police Department allows for reapplication, re-testing, and re-evaluation of candidates not appointed unless the condition(s) which previously eliminated them from appointment are of a nature that another rejection is assured (i.e., extensive criminal history, non-correctable physical disabilities, background which includes serious drug abuse, etc.). Due to the infrequency of recruiting efforts, there are no limitations to reapplication unless another rejection is assured as previously stated.

VII. MISCELLANEOUS

All applications, testing results, and any other documentation are the property of the City of Taylor Mill and are kept confidential.

All applicants are required to sign all waivers and releases of the City of Taylor Mill and the Taylor Mill Police Department.

Current employees of the City of Taylor Mill who have successfully completed all aspects of the testing process and are ranked on the eligibility list, may be hired before others who are ahead of them on the eligibility list at the discretion of the Chief of Police.

Attached is a copy of the job description for Police Officer.

Once again, thank you for your interest in applying for the Taylor Mill Police Department

**CITY OF TAYLOR MILL
POSITION DESCRIPTION**

CLASS TITLE – POLICE OFFICER – This is a skilled and responsible position involving the protection of the life and property through the enforcement of city ordinances and federal, state, and local laws. An individual in this class is responsible for maintaining law and order, protecting life and property and for performing other police related activities, including patrol, investigation, and crime prevention. This position receives moderate supervision from the Police Chief, Police Sergeant and/or Police Specialist.

ESSENTIAL FUNCTIONS – Physically apprehend criminals using mechanical or non-mechanical means; safely care for and use necessary law enforcement equipment in the performance of duties to include: firearms, radar, breathalyzer, pepper spray and crime scene investigation kits; work during inclement weather and at varied hours of the day; communicate accurately with other officers, city employees, officials, government agencies, the media and the general public regarding accidents, crimes and law and ordinances to accidents, crimes, and emergency response situations.

JOB DUTIES – Patrol city either on foot, in cruiser, or on motorcycle/bicycle (as directed by superiors) often during inclement weather and during varied hours of the day; enforces federal, state, and local laws and ordinances; responds to emergency calls and takes proper action; safely care for and use firearms in the performance of law enforcement duties; prevents, discovers and issues citations for traffic violations; testifies in court when necessary; serves legal documents for the court; controls traffic at school crossings, accidents, fires and parades; secures the scene of crimes and accidents, conducting preliminary investigations, gathers evidence, interviews witnesses; conducts building security checks; reports defective street lights and traffic signals, street hazards, code violations and other safety problems; assists in emergency situations, including administering first-aid; completes and submits reports detailing the facts of crimes, accidents, emergency response situations, and other situations or occurrences responded to during shift of duty; provides security and funeral escorts when needed; operates detection equipment such as breathalyzer and radar as part of enforcement duties; serves as a representative of the police department in connection with school and community public education programs. Reports violations of the zoning ordinance and city code to a civil citation officer in accordance to the citizen complaint and inquiry system.

DESIRABLE TRAINING AND EXPERIENCE - Graduation from high school or the equivalency, supplemented by some experience in the field of professional law enforcement.

KNOWLEDGE, SKILLS AND ABILITIES - Ability to establish and maintain effective working relationships with other officers, city employees, officials, the media, government agencies, and the general public; knowledge of the geography of the jurisdiction; considerable knowledge of federal, state, and local laws and ordinances; ability to analyze situations and act quickly and efficiently; basic knowledge of police methods, practices and procedures with the ability to apply knowledge or proper procedures to specific situation; basic knowledge of proper procedures regarding the collection of evidence; basic knowledge of how to use departmental equipment including the safe care and use of firearms, radar, breathalyzer, pepper spray and crime investigation kits; intermediate knowledge of first-aid; ability to operate a motor vehicle at high speed, inclement weather and other dangerous situations; ability to communicate effectively to include the accurate preparation of reports.

NECESSARY SPECIAL REQUIREMENTS - Possession of, or the ability to obtain a valid vehicle operator's license; must have completed or be eligible to complete the basic training course at the Department of Criminal Justice Training. This is to include forty (40) hours of annual training as well as subsequent training as mandated by DOCJT.

LEGAL REQUIREMENTS – An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

The above is intended to describe the general content of and the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Revised 09/07